



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROCUREMENT BRANCH MANAGER

Job Number: 20001716

Job Code: 92620V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 04/16/1999

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and supervises employees in a branch engaged primarily in small purchase procedures and sealed bids for state agencies, OR, supervises the overall operations, workload assignment, performance assessment and effectiveness, and employee development of a branch within Finance and Administration Cabinet; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of statewide purchasing experience including one year of experience as a team leader or project leader.

Substitute EDUCATION for EXPERIENCE:

A master's degree in business administration will substitute for two years of the statewide purchasing experience.

Substitute EXPERIENCE for EDUCATION:

Statewide purchasing experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and assigns requisitions for purchasing personnel within a purchasing branch. Evaluates and monitors the Finance and Administration performance measures including but not limited to: Average cycle time from posting to award, dollars per contract, total dollars purchased, the number of low-usage contracts and number of contracts consolidated. Ensures development of purchasing staff through establishing training expectations and performance appraisals. Makes reports regarding purchasing performance results to the assistant director. Monitors and ensures effectiveness of the small purchasing function. Ensures the responsiveness of the purchasing function through coverage of business hours and commodities to meet the state's needs. Reviews purchasing documents such as purchasing orders, Invitations to Bids (ITBs) and Statewide Master Agreements for adherence to policies, practices, standards and vision statements. Uses statewide software for procurement, reporting and analysis.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317."

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.